

Current General Orders

As of Feb 20, 2011, the following general orders are current (or pending)

- SNR System General Order #1
- SNR System General Order #1A
- SNR System General Order #3
- Operations Notice #0326001
- SNR System General Order #4
- SNR Oakdale Division General Order #4
- Railtown General Order No. 11-01

Rule 1.3.2 General Orders

Before beginning each day's work or trip, crew members and any others whose duties require, must review general orders that apply to the territory they will work on.

Current General Orders are always posted in the Crew Caboose for daily review.



SIERRA NORTHERN RAILWAY

341 Industrial Way
Woodland, CA 95776
Tel: 530-666-9646
Fax: 530-666-2919

System General Order #1

Effective: Tuesday; March 26, 2008 at 00:01 hours

To: All certified train service employees – ALL DIVISIONS

From: M. Edwards – MTO

RE: Class-1 Road Airbrake Test Written notification (Air Slips)

Effective at the aforementioned date and time, ALL Class-1 Road Airbrake Slips must be turned in with the daily paperwork at the conclusion of every day's work.

The air-slips are to be turned in at the same location as the Switch Position Awareness Form (SPAF), Hours of Service Reports, Passenger Delay Reports and completed switch lists.

This order stands for all trains, both freight and passenger, that are operated anywhere on the entire Sierra Railroad System. Throughout the duration of this order, air-slips will be evaluated and inspected for following:

- Correct Train I.D.
- Proper indication of Date and Time
- Location
- Number of cars being tested
- Qualified persons participating in tests – including proper name placement
- Proper indication of controlling locomotive
- Telemetry device numbers
- Leakage test results
- Time of completion

Included is SERA OPS Notice #0326001 – This notice will give instructions on how Air-Slips are supposed to be filled out.

This General Order is a supplemental addition in accordance with 49 CFR Part 232.205(e).

Michael K. Edwards
Manager, Train Operations
Sierra Railroad



SIERRA NORTHERN RAILWAY

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System General Order #1A

Effective: Wednesday, December 28, 2008 at 00:01
hours

To: All certified train service employees - ALL DIVISIONS

From: S. Edwards - MTO

RE: Verbal Modification of Track Warrants

This General Order supersedes GCOR Rule #14.11 "CHANGING TRACK WARRANTS".

Track Warrants can be modified only as listed:

- Locomotive or Unit I.D. can be changed
- Box 2, 3, or 4 - can be changed as deemed necessary
- Limits of Authority can be modified
- Box 5 - Can be deleted ONLY if replaced by a Box 7 order
- Box 6 - Expiration can be extended
- Box 7 - Can be modified or issued in replacement of Box 5
- Box 15 - Can be modified as deemed necessary
- Box 16 - Track Bulletins may be added or deleted
- Box 17 - Specific Instructions may be added, deleted, or modified.

Only the above listed items can be changed or modified. If any other portions of a Track Warrant need to be changed or modified, it must be done as outlined in GCOR 14.11.

Track Warrants may be changed or modified only by order of the Dispatcher. When changes or modifications are made, the Conductor and the Engineer must each have a copy of the track warrant changes issued to their train, and each crew member must read and understand them. The following must occur when Track Warrants are changed or modified verbally:



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System General Order #3

Effective: Monday; October 6, 2008, 2008 at 00:01
hours

To: All certified train service employees & applicable managers
ALL DIVISIONS

From: M. Edwards - MTO

RE: FRA Emergency Order #26
Use of electronic devices

Effective at the aforementioned date and time, the following rules will apply to all train operations on the entire Sierra Railroad system including all vendors, contractors, and operators.

This General Order is in response to the Federal Railroad Administrations' Emergency Order #26 which has been instituted to restrict all on-duty railroad operating employees from improperly using cellular telephones and other distracting electronic and electrical devices while operating a train or locomotive.

Definitions:

Personal Device - An electronic or electrical device, regardless of ownership, that is used for personal communication that is not directly pertaining to railroad business.

Railroad Issued Device - An electronic or electrical device, regardless of ownership, that is used strictly for communication between authorized railroad employees, vendors, and contractors, and specifically for communications regarding railroad business.

- 1) An employee will notate all of the new information on the existing Track Warrant.
- 2) The employee will repeat the information to the Dispatcher
- 3) The Dispatcher will check it and, if correct, will say "That is correct", give the OK time and his/her initials.
- 4) The employee will enter the OK time and the Dispatcher's initials on the Track Warrant and repeat them to the Dispatcher.

Employees may also receive new copies of Track Warrants that have been changed or modified. The OK time will reflect the time at which changes or modifications were made. They can be received via hand delivery, e-mail, or fax. In these cases, it is not necessary to repeat the information back to the dispatcher, however, the Conductor and Engineer must have a copy, and all crew members must read and understand it.

Sheila M. Edwards
Manager, Train Operations
Sierra Railroad



SIERRA NORTHERN RAILWAY

341 Industrial Way
Woodland, CA 95776
Tel: 530-666-9646
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March 25, 2008

OPERATIONS NOTICE #0326001

To: All Sierra Railroad Certified Employees

From: M. Edwards – MTO

RE: Proper procedures when completing Class-1 Initial Road Air-brake Test Notification Forms (Air Slips)

All concerned,

After a recent evaluation of some random air-slips from various terminals throughout the system, it has been found that a majority of air-slips are either not being filled out correctly or completely. As a result, the Sierra Northern Transportation management has issued System General Order #1. This order will remain in effect until further notice.

The air-slip is a Federal document, and therefore, it must be completed when required and it must have all of the correct information as indicated in Title 49 CFR Part 232.205(e). The document requires specific information. Certified employees will not decide what information gets written and what information does not. All required information must be satisfied. Sierra Railroad Company requires this from all certified employees. Any deviations from this protocol will not be tolerated and will result in disciplinary action and/or termination.

Indicated herein is a complete break-down of the entire air-slip with definitions and examples of the only allowable way that they may be filled out. Should you find yourself in doubt, or uncertain when completing an air-slip, contact your supervisor. Do not guess.

Remember:

Failure to properly complete Class-1 Initial Road Air-brake Test Notification Forms is a violation of Federal Law, and employees are subject to financial fines as indicated in 49 CFR Part 232 Appendix A – Scheduled of civil penalties

Violation...\$2,500.00

Willful Violation...\$5,000.00

1. LOCATION

Employees must indicate the precise location where the Class-1 Initial Road Terminal Air-brake test was performed. If this is identified by a station name, it should only be a name that is indicated in the railroad's Timetable & Special Instructions. Timetable station names may be used regardless of Rule 6.3 governance such as "Other Than Main", "Yard Limits", "Restricted Limits", & "Track Warrant Control". When a station name is not used, then the milepost should be rounded to the nearest tenth.

Example – On the Oakdale Division's Sonora Sub-Division, the JS West spur might be a location where a Class-1 Initial Road Air-brake Test may be performed.

Writing "JS West" on the air-slip is NOT acceptable because "JS West" is not listed as a station in the Timetable. The correct location is "MP-44.8 – Valley Sub".

2. DATE & TIME

Both the date AND time must be indicated in these locations.

Example – Writing "3-25-08" or "14:46" is not correct.

The proper method is "3-25-08/14:46".

3. TRAIN

This where the Train I.D. must be indicated. The FULL Train I.D. must be indicated. See *Establishment of Sierra Northern Train I.D.'s memo (dated December 11, 2007)* for details.

Example – "R-OKFS-22", or "S-WS-14", or "Pax Extra #M-114".

4. No. of CARS

This should include only the cars that are being tested. If you are adding cars to a pre-existing train, or Solid Block of Cars as indicated by 49 CFR Part 232.5, then an additional air-slip must be completed.

Example – A train consisting of 10 cars is tested at Woodland and departs with an air-slip indicating "10 Cars". At Lovdal, an additional cut of 7 cars were tested separately on the siding and added to the train. Therefore, the 17 car train should depart Lovdal with TWO air-slips. One indicating 10 cars tested at Woodland, and another indicating 7 cars tested at Lovdal.

5. ENGINE NUMBER(S)

When indicating the identification of the controlling locomotive that is being used to perform the Class-1 Initial Terminal Road Air-brake Test, the entire locomotive identification must be used.

Example – Writing "133" or "66" does not meet this requirement. All locomotive identifications must include all applicable letters and numbers.

They should be identified as "CWR #66", "SERA #48", or "M-300".

6. QUALIFIED PERSON(S) PARTICIPATING IN AIR-BRAKE TEST

This must include ALL persons who participated in any way, regardless of job title, assignment, or how much they participated.

The Conductor and/or employee in charge must make certain that the person who is filling out the air-slip is made aware of all persons who are participating in the air-brake test.

The Conductor should visually inspect the air-slip to ensure accuracy.

When names are listed on the air-slip, they must be indicated by the individual's first initial and last name.

Example – "Mike" or "Dave" is not correct. Names must be indicated as "L. Ingold" or "J. Baskin".

7. QUALIFIED PERSON CERTIFYING EOT WAS ARMED AND WORKING

This should be the name of the person(s) who hangs the rear-end telemetry marker. This person is responsible for ensuring that it is working properly and responding to commands from the head-end.

Refer to #6 for proper method of listing names.

8. FRONT END DEVICE #

This number is usually indicated on a white adhesive sticker affixed to the front of the head-end telemetry box. The number is sometimes preceded with "S/N".

9. REAR END DEVICE #

This number is located on the rear-end telemetry marker itself and represents the five digit code that must be entered on the head-end box in order to establish communications.

10. % OF BATTERY LEFT

This section will only be completed if the rear-end telemetry device is battery powered. If it is air powered, then "N/A" should be indicated in the space provided.

11. BRAKE PIPE LEAKAGE

Brake pipe leakage tests are the only allowable tests when performing a Class-1 Initial Terminal Road Air-brake test on the Sierra system. Even if a locomotive is equipped with an air-flow indicator, all Sierra employees must use the leakage method.

12. AIR FLOW

This testing method will not be conducted on Sierra Railroad trains and therefore may be left blank, or indicated with "N/A".

Refer to #11.

13. TIME AIR TEST COMPLETED

This time is established by the employee in charge during the air-test. (usually the Conductor) This time may be written in standard time or military time.



SIERRA NORTHERN RAILWAY

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Woodland, CA 95776
Tel: 530-666-9646
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System General Order #4

Effective: Wednesday; April 7, 2010 at 00:01 Hours

To: All certified train service employees
ALL DIVISIONS

From: S. Edwards - MTO

RE: New General Code of Operating Rules - 6th Edition

Effective at the aforementioned date and time, the new 6th edition of the General Code of Operating Rules will become effective.

This new 6th edition will replace the 5th edition dated April 3, 2005.

All employees who are governed by these rules must have a current copy they can refer to while on duty.

This General Order modifies all Sierra Railroad Division Timetables, "Table of Contents Section", Subpart - *Adoption of Rules and Applicability*. This paragraph is now changed to read: "The Sierra Railroad and its subsidiaries adopts the General Code of Operating Rules - Sixth Edition (effective April 7, 2010)"

Sheila M. Edwards
Manager, Train Operations
Sierra Railroad.

Personal electronic or electrical devices

1. Each personal electronic or electrical device must be turned off with any earpieces removed from the ear while on a moving train (freight or passenger), except that, when radio failure occurs, a wireless communication device may be used in accordance with Sierra Railroad's operating rules and instructions.
2. Each personal electronic or electrical device must be turned off with any earpieces removed from the ear when a duty requires any Sierra Railroad's operating employees to be on the ground or to ride rolling equipment during a switching operation and during any period when another employee of the railroad is assisting in preparation or the train (e.g., during an air brake test).

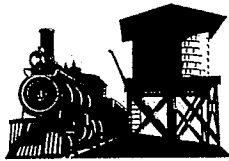
Railroad-issued devices and other devices used only for railroad business

1. The use of a railroad-issued electronic or electrical device by a *locomotive engineer* is prohibited while on a moving train, or when a duty requires any member of the crew to be on the ground or to ride rolling equipment during a switching operation, or during any period when another employee of the railroad is assisting in preparation of the train. A *locomotive engineer* may use a company issued electronic or electrical device only when the locomotive(s) and train (if applicable) is stopped.
2. A railroad operating employee other than a locomotive engineer operating the controls of a moving train may use a railroad-issued mobile telephone or remote computing device in the cab of a moving locomotive for authorized business purposes only. Prior to use, a safety briefing must be held and it must be verified that all assigned personnel on the crew agree that it is safe to do so. Any other use is prohibited in the cab.
3. A railroad operating employee may use a railroad-issued electronic or electrical device for an approved business purposes while on duty within the body of a passenger train or railroad business car. Use of the device shall not excuse the individual using the device from the responsibility to call or acknowledge any signal, inspect any passing train, or perform any other safety-sensitive duty assigned under the railroad's operating rules and special instructions.
4. For freight operations, a railroad operating employee may not use a railroad-issued electronic or electrical device for an approved business purpose while on duty outside the cab unless the following conditions are met:
 - A) The employee is not fouling a track
 - B) No switching operation is underway
 - C) No other safety duties are presently required
 - D) All members of the crew have been briefed that operations are suspended.

Should you have any questions or concerns with regard to this General Order, please contact your operations supervisor for further information.

Larry J. Ingold
Vice President, Operations

Michael K. Edwards
Manager, Train Operations



RAILTOWN 1897
State Historic Park
Jamestown, California

GENERAL ORDER

NUMBER: 11-01

DATE: February 1, 2011

Effective 12:01 AM, March 28 2011

General Order Number 09-01 (USE OF PORTABLE ELECTRONIC DEVICES) is void.

General Order Number 10-01 (ILLEGAL DRUG USE OFF DUTY) is void.

GCOR Rule 1.10 is changed to read:

1.10 Games, Reading, or other Media

Employees on duty must not:

- Play games
- Use personal electronic devices other than provided for in Rule 2.21 (Electronic Devices).
- or
- Read magazines, newspapers, or other literature not related to their duties when:
 - On a train or engine,
 - Performing safety related activities, or
 - It would delay or interfere with required duties.

This does not prohibit employees from having such material enclosed in their personal luggage.

GCOR Rule 2.0 header is changed to read:

2.0 Railroad Radio & Communication Rules

Add new rule to GCOR Chapter 2:

2.21 Electronic Devices

This rule outlines the requirements for use of electronic devices. As used in this rule, the following definitions apply:

Electronic Device means an electronic or electrical device used to conduct oral, written, or visual communication; place or receive a telephone call; send or read an electronic mail message or text message; look at pictures; read a book or other written material; play a game; navigate the Internet; navigate the physical world; play, view, or listen to a video; play, view or listen to a television broadcast; play or listen to music; execute a computational function; or, perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee or another employee from a safety related task.



RAILTOWN 1897
State Historic Park
Jamestown, California

GENERAL ORDER

NUMBER: 11-01

DATE: February 1, 2011

Railroad operating employee means an individual who is:

- Engaged in or connected with the movement of a train including a hostler,
- A train employee providing commuter or intercity rail passenger transportation, or
- Subject to hours of service governing train service employees.

The use of any electronic device is prohibited if that use would interfere with an employee's performance of safety-related duties.

A. Personal or Railroad Supplied Electronic Devices

Personal or railroad supplied electronic devices may be used as necessary:

- To respond to an emergency situation involving the operation of the railroad,
- To respond to an emergency encountered while on duty,
- As a communication device in the event of radio malfunction.

B. Personal Electronic Devices

Except when deadheading in other than a controlling locomotive, railroad operating employees on duty (includes supervisors) must have each electronic device turned off and stowed out of sight with any earpiece removed from the ear when:

- On moving rolling equipment or on-track equipment.
- Any member of the crew is on the ground performing safety related duties. or
- Any employee is assisting in preparation of the train, engine(s) or on-track equipment.

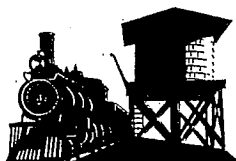
A railroad operating employee may use a personal cell phone only for voice communication when:

- Rolling and on-track equipment is stopped,
- A safety briefing is conducted with all crew members to confirm that it will not interfere with any safety related or required duty,
- No member of crew will foul any track.

Cell phone must be turned off when call has been completed.

Railroad operating employees may use a digital storage and display function of an electronic device to refer to a railroad rule, special instruction, timetable, or other directive provided train is stopped and use does not interfere with any employee's performance of safety related duties and all other crew members have been briefed on its limited use. When not in use it must be turned off and stowed.

A personal stand alone camera may be used to take a photograph of a safety hazard or a violation of a rail safety law, regulation, order, or standard, provided that:



RAILTOWN 1897
State Historic Park
Jamestown, California

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DATE: February 1, 2011

- A job briefing is conducted among all crewmembers and any other individuals in the controlling cab of moving equipment,
- It is turned off immediately after the photograph has been made;
- It is not used by an employee at the controls of moving equipment.

A personal stand-alone calculator, digital watch whose only purpose is as a timepiece and medical devices that are consistent with the railroad's standards may be used as necessary in the performance of duties.

C. Railroad Supplied Electronic Devices

Railroad operating employees may use railroad supplied electronic devices to send or receive work related information with:

- Railroad supervisors.
- Railroad customers.
- Railroad dispatchers.
- Railroad customer service employees.
- or
- Other railroad employees as necessary in the performance of their duties.

Railroad operating employees must not use a railroad supplied electronic device for purposes other than which it was intended or while:

- Operating the controls of a moving locomotive.
- On the ground within 4 feet of any track.
- On the ground and engaged in an active switching operation.
- Riding rolling equipment during a switching operation.
- At the controls of the locomotive and any other employee is assisting in the preparation of the train, engine(s), or on-track equipment, including testing of railroad equipment or brakes.
- Inside the controlling cab of a locomotive, train or on-track equipment, unless there has been a safety briefing and all crew members agree that it is safe to do so.
- Verbally obtaining or releasing mandatory directives when railroad radio communication is available.

Railroad authorized electronic devices may be used in the body of a business car or passenger train for railroad business when it will not interfere with an employee's performance of safety related duties.

Kimberly Baker, State Park Superintendent I